

ARO's

OUTLINE FOR SPECIAL MEETINGS OF AGENCY RECORDS OFFICERS

21 April 1966

9:00 & 10:30 & 1:30 Room 906 Magazine

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Good morning, ladies and gentlemen. On behalf of the Records Administration Staff I welcome you to this meeting.

We are particularly pleased at the unusual response you have made to our announcement of this meeting. Our original estimate of the number who would attend has exceeded the capacity of this room for two meetings as planned. As a result, we will have a third session at 1:30. I regret that it was necessary to ask some to change their plans and I hope we haven't inconvenienced anyone.

This meeting room is made available through the courtesy of [redacted]

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[redacted] and we appreciate this greatly.

A part of our records program is to seek new methods, new ideas and modern technology to solve agency records problems. We have introduced some of these new things to you previously - we will continue to seek new ideas and bring them to you.

Today we have arranged for you to see and learn about a new piece of equipment to house records and save office space. [redacted] has visited several large industrial concerns in the New York area where this equipment is used under different circumstances - for correspondence - books- pamphlets and for warehouse type activities. On the basis of [redacted] findings we arranged to have this exhibit here for you today.

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I am particularly pleased that we have 3 of the principal officials of the [redacted]

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